

PLACER COUNTY CIVIL SERVICE COMMISSION MEETING  
March 8, 1999

OPEN SESSION

- I. ROLL CALL: Meeting was held at Board of Supervisors Chamber, 175 Fulweiler Avenue, Auburn, CA., with four Commissioner's present. Commissioner LeDoux absent. Chairman Costigan presiding.

CLOSED SESSION

OPEN SESSION - 6:30 P.M.

- I. CLOSED SESSION REPORT: Chairman Costigan announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Govt. Code Section 54957. It was moved by Webber and seconded by Stockwin that the merit increases be approved as recommended by the departments. One was denied; and to be returned at the June meeting. Motion carried unanimously.
- II. AGENDA APPROVAL: It was moved by Stockwin and seconded by Besana to approve the agenda. Motion carried unanimously
- III. MINUTES OF PREVIOUS MEETING: Moved by Stockwin and seconded by Besana, that the minutes of February 8, 1999 be approved. Motion carried unanimously.
- IV. PUBLIC COMMENT:
- V. OLD BUSINESS
- A. Cancellation Deadlines - CSC Appeal Hearings
- Chairman Costigan gave policy direction that the 20 day rule for setting hearings is to be enforced for setting the start of appeal hearings. Additionally, County Counsel will be requested to appear at a scheduled hearing if cancellation due to settlement is less than 24 hours from the date of the scheduled hearing. Hearings should be set to begin on the day of a regularly scheduled meeting if at all possible.
- VI. NEW BUSINESS:
- A. Classification Specification Revision
1. Health & Human Services
- It was moved by Besana and seconded by Webber to approve the revisions to the classification specification of Medical Assistant. Motion carried unanimously.

B. Reclassification Request

1. Auditor

a. Senior Account Clerk to Accounting Technician

It was moved by Webber and seconded by Besana to approve the reclassification. Motion carried unanimously.

C. Extension of Probation

1. Health & Human Services

It was moved by Stockwin and seconded by Besana to approve an extension of probation to June 19, 1999.

D. Work Out Of Class Extensions

It was moved by Stockwin and seconded by Webber to approve the Work Out Of Class Extensions as presented in staff memo.

E. Extension of Extra Help Hours

It was moved by Stockwin and seconded by Besana to approve the Extra Help Extension Hours as presented in staff memo. Motion carried unanimously.

VII. LEAVES OF ABSENCE - As an information item only, the Commission was advised of the Leaves approved by the Personnel Director.

VIII. COMMUNICATIONS


A. Provisional Appointments - None

B. Staff Reports and Correspondence

IX. ADJOURNMENT - There being nothing further to come before the Commission, the meeting was adjourned. The next regular meeting will be held at 6:30 PM, on Monday, April 12, 1999 in the Board of Supervisors Chambers, 175 Fulweiler Avenue, Auburn, Ca 95603

PLACER COUNTY CIVIL SERVICE COMMISSION

  
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RICHARD COSTIGAN, III, CHAIRMAN

  
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CAROL BRAUN,  
EXECUTIVE SECRETARY